

Developmental Disabilities Council
Meeting Minutes
Wednesday, May 8, 2019
DDDS Fox Run, 2540 Wrangle Hill Road, Bear DE
AND DDC Office, 410 Federal Street, Dover DE
6:00 – 9:00 p.m.

Members Present: Teesie Bonk, Alvin Emory, Karen Gallagher, Derrick George, Isabel Rivera-Green, Terri Hancharick, Nancy Lemus, Katie Macklin, Debra McCann, Daniese McMullin-Powell, Carrie Melchisky, Joseph Merritt, Jr., Beth Mineo, Chris Oakes, Shawn Rohe, Laura Waterland

Members Absent: Rick Kosmalski (Chair), Maitri Campbell, Moni Edgar, Laura Greene, Michael Harris, Katie Howe, HarrietAnn Litwin, Dale Matusevich, Angela Mitchell, Steve Yeatman

Staff Present: Stefanie Lancaster, Kristin Harvey, Emmanuel Jenkins

Guests: Victoria Counihan (Deputy Attorney General), Catherine Pringle, Christine Osienski (Christiana Care)

- I. Call to Order** – With Rick Kosmalski (Chair) and Michael Harris (Vice-Chair) being unable to attend the meeting, Stefanie Lancaster called the meeting to order 6:15 p.m.
- II. Approval of Minutes**
 - a. March Council Meeting minutes** – A request was made by Laura Waterland to change the formatting of the minutes to only provide a summary of discussions at Council meetings – not supply verbatim minutes as has been past practice. Therefore, a motion was made to revise the March Council meeting minutes and bring them back in July for Council to approve. This motion passed with the following noted: Opposed to the motion were Carrie Melchisky, Isabel Rivera-Green, and Alvin Emory. Beth Mineo abstained from the vote.
 - b. April Open Session minutes** – With a minor edit requested, the April Open Session Minutes were unanimously approved.
 - c. April Executive Session minutes** – With a few minor edits requested, the April Executive Session minutes were unanimously approved.
- III. Approval of the Agenda** – With one minor edit requested – to move the guest speaker to after the 5 Minute Public Comment Period - the agenda was unanimously approved as submitted.
- IV. 5 Minute Public Comment Period** – Karen Gallagher spoke regarding concerns she has with the Council not doing their part as members to come to committee and Council meetings. Karen stated that the Council is not able to continue to do the work needed in our 5 Year State Plan without the Council's help. She asked that everyone make an effort to attend all of the meetings.
- V. Chair's report** – In the absence of the Chair, there was nothing to report at this time.
- VI. Staff report** – Stefanie Lancaster reported the following:
 - a.** During the upcoming National Association of Councils on Developmental Disabilities (NACDD) Conference in July, there will be a vote taken by all Councils to agree to the NACDD dues for Federal Fiscal Year 2020. The cost is typically around \$3,000 - \$4,000. Council voted to have Rick Kosmalski as Chair cast Delaware's vote as "yes" at the conference.

- b. A copy of the Legislative Tracking document was provided to all members present. Any additions should be sent to Stefanie so that the document can be updated.

Kristin Harvey discussed the following:

- a. The University of Delaware Center for Disabilities Studies recently had a Microsoft Accessibility training of which Kristin and Stefanie attended. Many new features in the Microsoft programs were shared. A copy of the training will be shared with Council and it was recommended to bring those individuals to a future Council meeting to share information.
- b. Information was shared from NACDD regarding the President's proposed budget for the upcoming fiscal year. Further information will be shared with the Council via email.

Emmanuel Jenkins discussed the following:

- a. The Mid-Atlantic ADA is hosting a Train the Trainer Leadership training on May 29th & 30th at the Delaware Developmental Disabilities Services (DDDS) office located at Fox Run in Bear, DE. Any member interested in attending should send a completed application to Emmanuel so that he can assist with the coordination of approvals and registration for this training. The DDC will be the \$50 per member registration fee.

VII. Financial Report – Stefanie presented a revised format of the Financial Report as request at the last Council meeting that shows a simplified version of each Federal Fiscal Year project funding, the amount spent on approved projects, and the amount remaining to obligated on purchase orders. Council agreed with this new format and requested that a column be added to include the grantee information for each approved project.

VIII. Current Business

- a. **Current State Plan amendments – vote needed** – The Council unanimously voted due to lack of progression with the objective EEI2 that this objective will be removed from the State Plan. Objective EEI1, which is under the supervision of the Adult Issues Committee, has requested revised wording. This wording will be brought to the Executive Committee on June 12th for their review and approval. Once this has been received, the amendments must go out for a 45 day public comment period. Once this has been completed, Kristin Harvey will make the necessary updates to the State Plan and submit it to our federal granting agency for approval.
- b. **State Plan discussion – beginning steps needed for the 2022-2027** – Kristin Harvey reviewed the proposed timeline that was provided to all members present for the upcoming planning stages of the 2022-2027 DDC 5 Year State Plan. With the need to begin the process of posting the Request for Proposals for a contractor to coordinate this, the Council unanimously voted to approve \$15,000 for this project. Kristin will bring a recommended Scope of Services back to the Council in July to review and vote on.
- c. **SA6 Objective in the State Plan - Disability Pride Day recommendation** – Kristin reviewed the recent information provided from our federal granting organization that states that the Council's funds can not be used for entertainment-related costs. Therefore, the recommended Scope of Services provided to the Council will need to be revised. The Council unanimously

voted to allow the Policy & Law Committee to revise the wording of the Scope of Services and bring it to the June Executive Committee meeting for review and approval. Funding for this project was approved at \$100,000.

- d. Committee restructuring discussion and vote needed** – After reviewing the proposed options for Committee restructuring to assist with the Council’s quorum issues, the Council voted unanimously to approve Option 3 which includes the following changes:

- i.** Continue having a Policy & Law Committee, Personnel Committee, Consumer Caucus Committee and Executive Committee.
- ii.** Combine Children & Families and the Adult Issues Committees to form one committee titled the “Advocacy and Outreach Committee”.
- iii.** Move the following committees into Executive Committee: Partners in Policymaking, Membership and Financial Advisory Committee.

- IX. Committee Reports** – Due to time constraints, only Personnel and Partners Oversight committee reports were given. The rest of the committee reports will resume at the July Council Meeting.

- a. Personnel Committee – approval needed on delegation of authority with Executive Director**

Hiring process – Emmanuel stated that the committee has met to develop the job posting. The DSHS HR Department is working on developing the DRAFT for the Committee to review. Once the posting is approved by the committee, it will be posted. The Council voted to delegate authority to the Personnel Committee to develop the interview questions. Once this has been completed, an Ad Hoc committee was unanimously voted to assume the responsibilities of reviewing the applications, completing the interviews, and bringing back the top 3 candidates’ information to the Council for final approval for the Executive Director position. This committee/interview panel will consist of the following members: Michael Harris, Derrick George, Maitri Campbell, Deb McCann, and Beth Mineo with alternates if needed being Nancy Lemus, Laura Waterland and Teesie Bonk.

- b. Adult Issues** – Deferred to the July meeting.
- c. Children & Families** – Deferred to the July meeting.
- d. Policy & Law** – Deferred to the July meeting.
- e. Consumer Caucus** – Deferred to the July meeting.
- f. Partners Oversight** – Kristin stated that due to a recent increase in the need for one on one supports for the Junior Partners in Policymaking program in June, the contractor has requested an additional \$4,000 to be able to cover the cost needed for the additional supports. The Council unanimously approved this request.

X. New Business

- a. Trip Reports** – This item was postponed until the July Meeting. Many of the individuals that needed to provide reports are not present at this meeting.

- i. Angie Mitchell – AUCD Conference**
- ii. Nancy Lemus**
- iii. Disability Policy Seminar Trip reports**

- b. Upcoming travel – approved travel updates and discussion about upcoming travel/conference opportunities** – Stefanie Lancaster reviewed the recently approved travel requests. The approvals are as follows:

- i. APSE Conference** – Deb McCann, Michael Harris, and Emmanuel Jenkins

- ii. NACDD Conference – Stefanie Lancaster, Kristin Harvey, Rick Kosmalski, Michael Harris, Nancy Lemus
- iii. ADA Conference – Kristin Harvey

- XI. Guest Speaker – Christine Osienski– Christiana Care** – Christine Osienski from Christiana Care spoke regarding Christiana Care Health Systems’ Center for Special Health Care Needs and the services available at the center located in Wilmington, DE. Some of the programs offered are: Cerebral Palsy Program, Cystic Fibrosis Program, Down Syndrome Consult Program, Hemophilia/Von Willebrand Disease Program, Sickle Cell Disease Program, Transition Care, Urology Program and the Women’s Health Program. A copy of the presentation is available upon request for those that are interested in knowing more about each of these programs. For more information, please contact their office at 302-320-6300.
- XII. Other Council Business / Recommendations for future guest speakers** – No other business was discussed at this time.
- XIII. Adjournment** – The meeting adjourned at 9:00 p.m.

*****In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.**

*****This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.**

*****Agenda items listed may be considered out of sequence.**